

**DIETITIANS AFFILIATED CREDENTIALING BOARD  
OCTOBER 5, 2004  
MEETING MINUTES**

**PRESENT:** Susan Nitzke; Virginia Jordan (by phone); and Dolores Price (by phone)

**EXCUSED:** Diane Johnson

**STAFF:** Tom Ryan, Bureau Director; Jacquelynn Rothstein, DRL Board Counsel; Kevin Murphy, Bureau Assistant; and Marlene Meyer for portions of closed session.

**CALL TO ORDER**

Board Counsel called the meeting to order at 9:10 a.m.

**APPROVAL OF AGENDA**

**Additions:**

Election of Officers – Add to Item B

**MOTION:** Susan Nitzke moved, seconded by Dolores Price, to approve the agenda with additions. Motion carried unanimously.

**APPROVAL OF MINUTES OF JUNE 5, 2003 AND DECEMBER 8, 2000**

**MOTION:** Susan Nitzke moved, seconded by Dolores Price, to accept the minutes of June 5, 2003 and December 8, 2000 as drafted. Motion carried unanimously.

**ADMINISTRATIVE REPORT**

**Election of Officers**

**MOTION:** Virginia Jordan moved, seconded by Susan Nitzke, to appoint Dolores Price as Secretary of the Board. Motion carried unanimously.

**MOTION:** Susan Nitzke moved, seconded by Dolores Price, to appoint Virginia Jordan as Vice Chair of the Board. Motion carried unanimously.

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to appoint Susan Nitzke as Chair of the Board. Motion carried unanimously.

## **2005 Meeting Schedule**

**MOTION:** Dolores Price moved, seconded by Virginia Jordan, to approve the proposed 2005 meeting dates. Motion carried unanimously.

## **Board Roster**

Ms. Price and Ms. Jordan both noted changes in contact information. The Board roster will now include those changes.

## **Appointment of Credentialing Liaison**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to appoint Susan Nitzke as the Credentialing Liaison. Motion carried unanimously.

**MOTION:** Dolores Price moved, seconded by Susan Nitzke, to appoint Virginia Jordan as the alternate Credentialing Liaison. Motion carried unanimously.

## **Appointment of Screening Panel**

**MOTION:** Dolores Price moved, seconded by Susan Nitzke, to appoint Susan Nitzke and Virginia Jordan to the Screening Panel. Motion carried unanimously.

## **Reports on Pending Court Cases, Disciplinary Cases, and Administrative Rules, Including:**

- **Wis. Admin. Code DI § 3.01 (1), 2.04 (1) (c) and 2.04 (3)**
- **Wis. Admin. Code RL§ 4.01, 4.07, 4.08, 4.09**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to approve the proposed changes to Wis. Admin. Code DI § 3.01 (1), 2.04 (1) (c). Motion carried unanimously.

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to appoint Susan Nitzke as the Board contact for rulemaking. Motion carried unanimously.

With respect to DI § 2.04 (3), Board Counsel determined the issue was resolved with the appointment of the credentialing liaison.

## **INFORMATIONAL ITEMS**

Noted.

## **CLOSED SESSION**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to convene to closed session to deliberate on cases following hearing ( Wis. Stat. § 19.85 (1) (a)), to consider closing disciplinary investigation with administrative warning (Wis. Stat. § 19.85 (1) (b) and Wis. Stat. § 440.205), to consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)); and to confer with legal counsel (Wis. Stat. § 19.85 (1) (g)). Motion carried unanimously in a roll call vote.

The Board convened into closed session at 10:05 a.m.

## **RECONVENE INTO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to reconvene into open session. Motion carried unanimously.

## **VOTING ON ITEMS DELIBERATED ON IN CLOSED SESSION**

### **REVIEW OF APPLICATION – LEAH M. LOMAX**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to approve the application of Leah M. Lomax. Motion carried unanimously.

### **REVIEW OF APPLICATION – GINA M. BOETTCHER**

**MOTION:** Dolores Price moved, seconded by Virginia Jordan, to approve the application of Gina M. Boettcher. Motion carried unanimously.

### **REVIEW OF APPLICATION – MICHELLE M. SEDLACEK**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to approve the application of Michelle M. Sedlacek. Motion carried unanimously.

### **REVIEW OF APPLICATION – ANN L. KOTH**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to approve the application of Ann Koth. Motion carried unanimously.

**REVIEW OF APPLICATION – MICHELLE SMITH-BECKLEY**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to approve the application of Michelle Smith Beckley. Motion carried unanimously.

**REVIEW OF APPLICATION**

**MOTION:** Virginia Jordan moved, seconded by Dolores Price, to approve the re-registration application of Karen Stichart. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Susan Nitzke moved, seconded by Virginia Jordan, to adjourn the meeting. Motion carried unanimously.

**Next Meeting: April 12, 2005**